

## WESTERN KENTUCKY UNIVERSITY FOUNDATION

### POLICY AND PROCEDURES MANUAL

- SECTION:** General
- SUBJECT:** Access Policy - Foundation and Donor-Related Information
- PURPOSE:** To state the policy concerning dissemination of information from the Foundation
- GENERAL:** The WKU Foundation, Inc., is a nonprofit 501 (c)(3) entity. It is separate from any other corporation or organization and operates as a charitable and civic improvement corporation.
- PROCEDURE:** The WKU Foundation will operate as a separate, organization in all aspects of its management. This includes, but is not limited to, its conduct of business, personnel, annual audit, and investment of funds. While the WKU Foundation supports Western Kentucky University, it is a non-affiliated foundation that adheres to the guidelines of the Financial Accounting Standards Board (FASB) and follows generally accepted accounting practices of the United States of America.

The WKU Foundation maintains authority for donor information and other data related to all donors and prospective donors. This information is strictly for the conduct of Foundation business. Any users granted the privilege of its use are expected to respect the confidentiality and privacy of individuals and corporations whose records they may access, to observe all ethical restrictions that apply and to abide by applicable policies with respect to access, use, or disclosure of information.

The Foundation does have a desire to share information when possible, which includes data that is not sensitive in nature. The Form 990 is filed each fiscal year with the Internal Revenue Service and is available to the public by direct request to the Foundation or through various web-based organizations that provide this type of information. Investment allocations and results are available also. However, to ensure privacy, donor names, designations and amounts of contributions are not released without the consent of the donor.

If requests for such information are made, they will be referred to the Executive Director for determination if the request may be honored.